

WIAB 09-08

DATE:

June 10, 2009

TO:

All WIA Subrecipients

FROM:

Joni Booth, Chief, Accounting

SUBJECT: WIA Participant Accruals for Program Year 2008

The WIA participant payment system will close on June 29, 2009 for this program year ending June 30. All program/title payments made by 2:00 p.m. on June 29 will be reflected in the system (if a payment does not appear, it has not been paid). On June 30, the system will begin generating accruals for payments not made.

The accrual system will open July 1 and close July 2 by 1:00 p.m. Mountain Daylight Time. All WIA case managers will have the opportunity to view and modify system accruals and to enter accruals not shown (see box below).

Remember, accruals should be made for unpaid participant expenses that have actually occurred on or before June 30. Also, the system will accrue to the participant completion date. So, verify completion dates before the system closes, which will reduce accrual changes.

Please direct any questions or problems to your regional liaisons.

### TO VIEW & MODIFY ACCRUALS

Logon to the WIA Management Information System (MIS)
<a href="https://labor.idaho.gov/applications/wia/login.asp">https://labor.idaho.gov/applications/wia/login.asp</a>
(Security clearance is required)

Select <u>Accounting/Payroll</u>, followed by <u>WIA Participant Manual Accruals</u>.

Then follow the <u>instructions in red</u> on the screens.

The screens are designed to be generally self-explanatory. However, more detailed instructions are shown in the illustrations below, if needed.

Idaho Workforce Investment
Information System

All Users Must Log in: Log in as normal

USERNAME: PASSWORD: Login





## Please choose a function below

Participant Payroll Information

Participant Accrued Expenditures

Accounts Payable:

- Payee Search by Vendor Number/SSN
- · Alphabetic Payee Search

### State Vendor File:

- Vendor Search by Vendor Number/SSN
- Alphabetic Vendor Search

WIA Financial Reports

WIA Participant Manual Accruals

Select VMA Participant Manual Accruals

### PARTICIPANT EXPENDITURES AND ACCRUALS

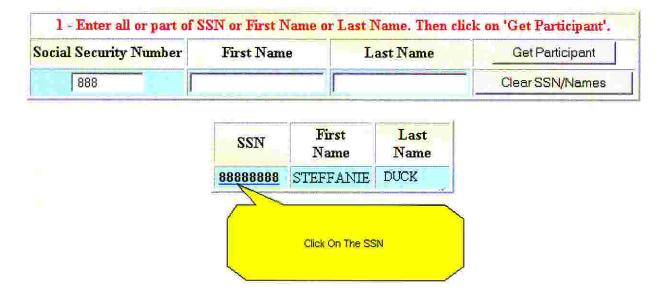
6/24/2003 2:33:55 PM -- - Update is Enabled--Userid=bboyd

1 - Enter all or part of S		UCTIONS IN RED or Last Name. Then cli	Enter part or all of the SSN, here. The next page will bri all that match the selected cock on	ng up
Social Security Number	First Name	Last <mark>N</mark> ame	Get Participant	
888			Clear SSN/Names	

### PARTICIPANT EXPENDITURES AND ACCRUALS

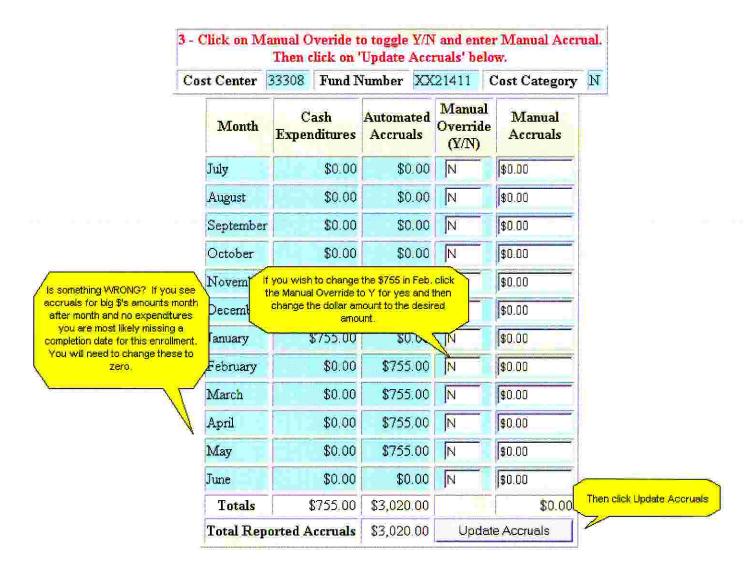
6/25/2003 1:35:50 PM -- - Update is Enabled--Userid=bboyd

### FOLLOW INSTRUCTIONS IN RED



1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.							
Social Security Number	First Name	Last Name	Get Participant				
8888888	STEFFANIE	DUCK	Clear SSN/Names				

No.								
		2 -	Click on one of the Co	st Cate	egories below	rto show detail		
Action	Program Year	WIB/Site	<u>Fund</u> Number	Cost Cat	Obligations	Cash Expenditures	Total Accruals	Total Accrued Expenditures
	2002 3/3308		XX 15 411	G	\$1.00	\$0.90	\$0.00	\$0.90
	2002	3/3308	XX 21 411	<u>C</u>	\$1,089.00	\$119.75	\$0.00	\$119.75
	2002	3/3308	XX 21 411	<u>G</u>	\$0,00	\$2.70	\$0,00	\$2.70
	2002	3/3308	XX 21 411	Ī	\$0.00	\$27.00	\$0,00	\$27.00
	2002	3/3308	XX 21 411	¥	\$0.00	\$755.00	\$3,020.00	\$3,775.00
E	2002	3/3308	XX 21 411	/ <u>X</u>	\$0.00	\$129.95	\$0.00	\$129.95
	2002	3/3308			\$0.00	\$54.00	\$0.00	\$54.00
	2002	3/3308	Select the Cost Category wish to change the accrual	-ME/-102/93	\$989,00	\$470.00	\$0.00	\$470.00
2020 20000				\$0.00	\$156.95	\$0,00	\$156.95	
Or add a line (Cost Category) to accrue on.			YY 41 410	X	\$0.00	\$129.95	\$0.00	\$129.95
7	2002	313308	YY 41 410	<u>Y</u>	\$0.00	\$54.00	\$0.00	\$54.00
Add	2002			T Y				
	Totals				\$2,079.00	\$1,900.20	\$3,020.00	\$4,920.20



# Accruals have been updated!

3 - Click on Manual Overide to toggle Y/N and enter Manual Accrual.

Then click on 'Update Accruals' below.

Cost Center 33308 Fund Number XX21411 Cost Category N

Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual Accruals				
July	\$0.00	\$0.00	N	\$0.00				
August	\$0.00	\$0,00	N	\$0.00				
September	\$0.00	\$0.00	N	\$0.00				
October	\$0.00	\$0.00	N	\$0.00				
November	\$0.00	\$0.00	N	\$0.00				
December	\$0.00	\$0.00	N	\$0.00				
January	\$755.00	\$0.00	N	\$0.00				
February	\$0.00	\$755.00	*7*	\$100.00				
March Att	er selecting Update	Accruals your so	reen	\$0.00				
Annil sh	April should look like this. You have changed the accrual for \$755 to \$100. Your accruals have decreased \$655 to \$2,365,00.							
June "	ate	\$0.00						
Totals	\$755.00	\$3,020.00		\$100.00				
Total Rep	orted Accruals	\$2,365.00	Updat	e Accruals				

# PARTICIPANT EXPENDITURES AND ACCRUALS 6/12/2003 11:18:10 AM -- Upd FOLLOW INSTRUCTI Scroll up to view this part of the screen. You May now select another participant or!! 1 - Enter all or part of SSN or First Name or Last Nocial Security Number First Name Last Name Get Picipant 888-88-888 STEFFANIE DUCK Clear SSN/Names

2 - Click on one of the Cost Categories below to show detail.											
Action	Program Year	WIB/Site		Fund umber	Cos Ca	/	Scroll up to view	Cash	cre	Total vals	Total Accrued Expenditures
	2002	3/3308	XX	15 411	G		You can now se	lect a new Cos	t Ca	t to a no	\$0.90
	2002	3/3308	XX	21 411	C		reflected in the To				\$119.75
	2002	3/3308	XX	21411	G	1	į.	page.		0.00	\$2,70
	2002	3/3308	XX	21 411	Ī		\$0.00	\$27.0	96	\$0.00	\$27.00
	2002	3/3308	XX	21411	N		\$0,00	\$755.0	00	\$2,365,00	\$3,120.00
	2002	3/3308	XX	21 411	X		\$0.00	\$129.9	95	\$0,00	\$129.95
200	ini ann i an t	sin O alal ta Hase t		21 411	Y		\$0.00	\$54.0	00	\$0.00	\$54.00
Or you can use the Add buttom to add a new Cost Cat. Do not worry about making a mistake as once you have a new line for Cost Cat you will see a delete button on the left side under Action.  41 410					A		\$989.00	\$470.0	00	\$0.00	\$470.00
					Ī		\$0,00	\$156.9	)5	\$0.00	\$156.95
					X		\$0.00	\$129.9	95	\$0.00	\$129.95
7	2002	3/3308	YY	41 410	Y	Ī	\$0.00	\$54.0	00	\$0.00	\$54.00
Add	2002				3   T	]					
	Totals						\$2,079.00	\$1,900.2	20	\$2,365.00	\$4,265.20